



Natural
Resources
Conservation
Service

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MINNESOTA BULLETIN NO. 360-4-1

SUBJECT: PER – EMPLOYEE EXPRESS

Purpose. To inform all employees that the processing of certain payroll / personnel actions through the use of Employee Express is **now mandatory.**

Expiration Date. September 30, 2004.

As part of the Natural Resources Conservation Service (NRCS) effort to streamline processes and reduce paperwork we subscribe to Employee Express (EE). EE is fully automated and paperless system that gives employees direct control over key payroll and personnel information. EE has been available to NRCS employees since 1998.

Effective January 2, 2001, NRCS required all employees to process certain personnel / payroll actions using EE exclusively. Employees can initiate a range of changes to financial allotments (voluntary checking or savings allotments deducted bi-weekly), health benefits, thrift savings plan, direct deposits, federal and state taxes, and home address changes.

Changes entered through EE will eliminate the need to send a paper copy to the personnel office.

Employees will need their social security number and their Personnel Identification Number (PIN), issued by the Office of Personnel Management (OPM). PINs were directly mailed to all employees and to new employees from OPM. If you have lost your pin number and need a replacement you can request one from the Help Desk (912) 757-3030.

The system can be accessed by touch-tone phone at (800) 827-6291 and the Internet at www.employeeexpress.gov. For security reasons, cellular phones are not recommended. The system is available 24 hours a day, 7 days a week.

Question related to the use of EE can be directed to the Help Desk or online through help screens.

WILLIAM HUNT
State Conservationist

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